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Feb. '16.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY.INSTRUCTIONS TO TRAPPERS AND HUNTERS.CARE OF SKINS AND SKULLS.

The skins and skulls of all animals except rabbits, porcupines, squirrels, and other small rodents, should be prepared according to directions, properly labeled, and turned in to the Inspector. The only exceptions to this rule will be in cases in which the animals are affected with disease, or are too far decayed when found; but in this event scalps should be taken and preserved in the same manner as other skins, properly tagged, and sent to the Inspector when cured. The labels supplied have blanks for locality, sex, date, number of specimen, and name of hunter. Special care is necessary in numbering the specimens to avoid duplication of numbers. Every specimen, regardless of the kind, should be given its number in the series. The skin and skull of the first animal taken by a hunter should each be given the number "1". The next specimen should be given the number "2", and so on for the entire period of the hunter's services. In no instance should a hunter give the same number to more than one specimen. As many of the skins and skulls are to become museum specimens, care should be taken to have the number on the skin agree with the number on the skull. Under no circumstances should a skull be substituted, or bear a different number, from the skin to which it belongs.

Skins and skulls must be clean and fully cured before mailing to the Inspector. They should be neatly and securely packed by sewing them in burlap packages not larger than the size prescribed by postal regulations. The packages must be sent by mail only. Postage is not necessary if the official tags supplied to the hunters are used. The tags should be addressed to the Inspector, using his name and postoffice address. No mention should be made of parcel post, because the packages do not come under that class of mail.

Skins and skulls, the latter well packed in straw or dry grass to prevent breakage, should be sent in every two weeks, if practicable; but in any event, such skins and skulls as are in condition must be sent in at the end of each month, when reports are mailed.

The condition of skins and skulls is one of the important points on which the work of hunters will be rated. Hunters who are careless in this part of the work will not be retained in the service.

DIRECTIONS FOR SKINNING.

All skins should be flat (not cased), the opening cuts extending from 3 inches back of the point of the chin to the tip of the tail, and from the sole of each foot along the back and center of the inner side of each leg, to join the middle cut. The tail bone must always be completely removed. The butts of the ears should be turned out beyond the fleshy part. The bones of the feet should be removed to the joints of the toes. No chunks of flesh should be left on the skins and, in case of very fat animals, all fat should be carefully scraped from the skin before it is sent in.

SALTING SKINS.

The skin should be salted soon after being taken from the animal. Care should be used to reach every part of the skin with salt, especially the tail, toes, butts of ears, and any folds along the edges of the skin. The skin should then be rolled up for 24 to 48 hours and after this should be spread open (stretched in width rather than in length, without nails) in a cool shady place to cure, but not directly in the sun. When the skin is nearly cured, the feet, tail, and head should be folded inward, and the skin then folded once, fur side out, making it nearly square.

It is desired that all hunters follow this system, as uniformity in skins is highly important in packing.

DIRECTIONS FOR CLEANING SKULLS.

After the skin has been removed, disjoint the head from the neck at the joint nearest the skull. Cut off close to the bone the muscles of the jaw, throat, and cheeks. Remove the eyes and the fatty tissue from the eye sockets. The brain should be removed without enlarging the opening at the base of the skull. A bent wire or small stick should be used to draw out the brains. Hold the skull under water until the cavity becomes full, shake vigorously and rinse out all remaining brains.

If flies have deposited eggs, or maggots have developed in the nostrils, place the skull in boiling water for a minute or two to kill them. Label the skull with number and your name, being careful that the number agrees with the skin to which it belongs. Never substitute skulls for any that have become broken or lost. The cleaned skulls, after being labeled, should be strung on a wire loop and this should be suspended in a good tight gunny sack or muslin sugar sack to protect from flies.

The skulls should be thoroughly dry and free of maggots and putrid matter when packed for shipment.

Never put salt or other preservatives on the skulls and do not boil them to remove the flesh.

Scalp of skins should be turned flesh side out.

In the case of rabid, scabby, or decayed animals, only the scalp with both ears should be saved. Salt and thoroughly cure, label with serial number, and send these to the Inspector at the end of each month.

Skins should be removed from animals immediately after they have been killed.

When an animal is stolen from the traps it should be given its serial number, and reported as being stolen.

REPORTS.

A complete diary should be kept by each hunter; that is, at the end of each day's work he should record what was accomplished; anything of an unusual nature which appears to be of interest should be jotted down also.

At the end of each week a Weekly Itinerary Report (Form Bi-119) should be made, giving a concise statement of work accomplished each day, and mailed to the Inspector promptly, if this can be done without making an extra trip of over one or two miles.

MAILING REPORTS.

Most hunters are at a considerable distance from their post offices, and it will be impracticable for them to mail reports or visit a post office oftener than once a month. In this event, reports should be kept up to date and mailed to the Inspector on the last day of each month, so that they may reach his office by the 6th day of the following month.

In the past hunters have been instructed to send in the Weekly Itinerary Reports from three to four days before the end of each month, but this practice is now discontinued owing to the fact that it is impossible to determine the exact number of animals taken during the month, and the time for which salary should be allowed. So hereafter, reports should be prepared and mailed on the last day of the month.

A specimen Weekly Itinerary Report is attached hereto. It is important that special care be exercised in preparing these reports, stating briefly, but comprehensively, the work performed each day. If no work was performed, give reason, so that the Inspector will be able to determine whether pay should be allowed.

In writing up your daily diary, look at the sample Itinerary Report, and be sure that you are including the important work accomplished.

WHELPING SEASON.

The principal whelping period for wolves is from March 25 to April 20, and every hunter should begin hunting for their dens April 1, and continue this work through the entire month. In very rare cases wolves are born in May.

Coyotes usually have their young between April 20 and May 25, and the months of May and June should be devoted to destroying the pups.

SAVING SKINS OF PUPS.

Only the scalps of pups (including both ears) should be saved. They should be properly cured in the same manner as other skins, and then numbered and labeled the same as for adult animals, and the scalps mailed to the Inspector. However, in case a whole wolf family is taken, that is, if the parent wolves are killed and the pups secured, then the entire skins of all should be taken and carefully preserved. Complete lion and bobcat families are also desired.

If female animals are killed immediately before denning, and the pups are haired over, all scalps should be taken in order to guard against payment of bounties on these animals. If the scalps of the unborn are not taken, they should be carefully counted and reported. For example: "Animal No. 10, coyote, female, carried 7 unhaired pups."

SKINNING PUPS.

The instructions for skinning should be closely followed, and no bones except the skull and the last joints of the toes with claws should be saved.

BADGERS.

The skins of badgers should be taken for specimens only when the fur is prime; otherwise the animals should be liberated unless they are badly crippled.

PORCUPINES.

Porcupines should be killed in every case. It is not necessary to save the skins but the number killed must be reported.

BEARS.

Predatory animal hunters are instructed not to kill bears of any kind except in cases where a bear is a stock killer.

KILLING ANIMALS IN TRAPS.

In killing animals in traps it is essential that the skull be not mutilated by the use of club or rock. For animals larger than a fox caught in a trap the following method has been adopted:

Fasten a wire or rope around the animal's neck, stretch him out and fasten the end of the rope to saddle horn or sage brush; then stab him in the heart.

The heart may be squeezed or compressed in small animals, which causes them to bleed inwardly, thereby preventing blood from getting on the fur.

ACCEPTANCE OF BOUNTIES NOT ALLOWED.

Hunters employed by this Bureau are not allowed to accept bounties from State, County, stockmens' associations, or from any other source.

CLEAN CAMPS.

Special effort should be made by all hunters to keep their camps in a neat and sanitary condition at all times. Regulations governing National Forests are very strict in this matter, and failure to comply with this rule will be considered a mark of inefficiency.

Immediately after establishing camp, a cess-pool should be excavated large enough to hold cans, dish-water, etc., while the camp is in use. Upon breaking camp the refuse should be buried by using the excavated earth.

SUPPLIES FURNISHED BY THE GOVERNMENT.

When practicable hunters are expected to furnish their own traps. A limited quantity of ammunition and scent supplies will be furnished by the Government upon request. Salt for the preservation of skins, and twine to fasten labels on skins and skulls will also be furnished. Poison will be furnished after it has been determined that its use will not be harmful to other animals, as game birds, dogs, stock, etc.

FIRE PROTECTION.

Too much care can not be exercised in preventing fires, either forest or prairie, and it is essential that every precaution be taken.

STATE GAME LAWS.

Each hunter is furnished with a copy of the State Game Laws and they should be complied with in every respect.

HORSE SHOEING.

Time spent in shoeing horses used in connection with trapping will be allowed; but having horses shod by a blacksmith will not be paid for by the Government.

MAIL AND SUPPLIES.

Time spent in going for mail and supplies will be allowed.

Predatory Animal Inspector.

UNITED STATES DEPARTMENT OF AGRICULTURE.
BUREAU OF BIOLOGICAL SURVEY.

John Smith

(NAME)

Cheyenne, Wyoming.

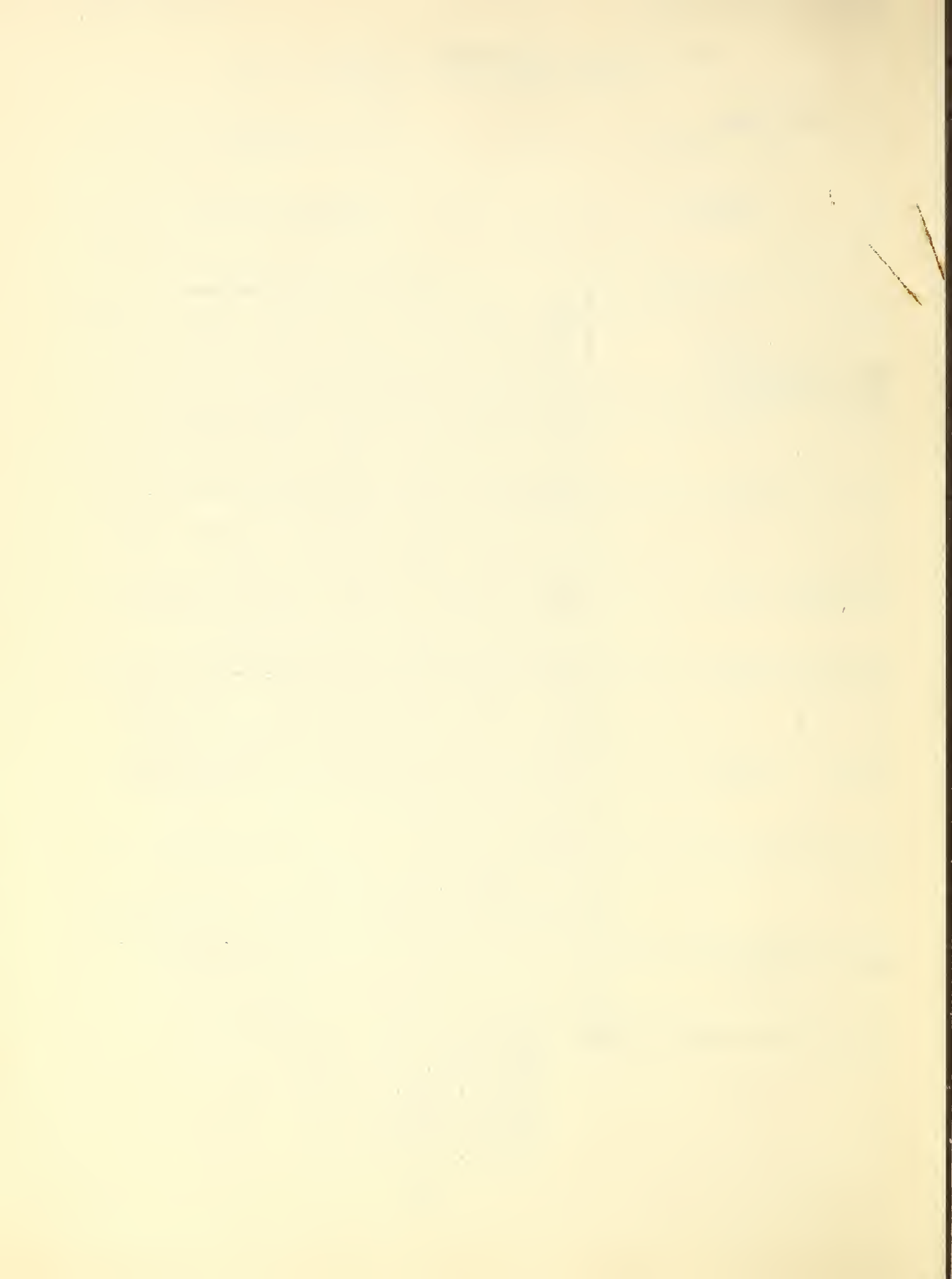
(OFFICE)

From January 2 to January 8, 1916.

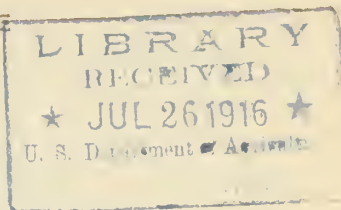
DATE AND LOCALITY.	CHARACTER OF WORK PERFORMED.
Sunday, Jan. 2 Jones' Ranch, 15 mi. west of Cheyenne.	Made 6 bait sets, 6 scent sets, and 6 special sets - 48 traps in all. Trap line extending along Beaver Creek for 5 miles. Returned to ranch in evening.
Monday, Jan. 3 "	Ran trap line, 12 traps sprung by stock. #4 coyote, male, trapped. S.C. sheep meat (bait). #5 bobcat, female, shot. S.C. cottontail. Returned to ranch, cared for skins.
Tuesday, Jan. 4 "	#6 badger, female, S.C. mice. #7 coyote, male, trapped, S.C. empty. Saved scalp only - animal mangy. Returned to ranch, cared for skins.
Wednesday, Jan. 5 "	Rode trap line - 2 traps sprung by rabbits. #8 coyote, male, decayed. Saved scalp. #9 bobcat, female, S. C. sage grouse. Returned to ranch, cared for skins.
Thursday, Jan. 6 "	Rode trap line up Beaver Creek. Shot coyote #10, female, mangy, saved scalp. S.C. elk meat. Found 1 dead cow killed by wolves. Returned to camp, salted and labeled scalp.
Friday, Jan. 7 "	Rode trap line up Sage Creek. Trapped #11 wolf, male, S.C. beef. Returned to Jones' ranch, cared for wolf skin.
Saturday, Jan. 8 "	Rode Beaver Creek trap line. #12 lion, male, trapped, S.C. venison. #13 wolverine, female, trapped. S.C. rabbits. Returned to Jones' ranch cared for skins.
Address for succeeding week, Cheyenne, Wyoming.	Note: S.C. stands for stomach contents.

REMARKS	Total catch for week:	Wolverine, male.	1
		Wolf, male.	1
		Coyotes, male.	3
		Coyotes, female.	1
		Bobcats, female.	2
		Badgers, female.	1

Total 9



JUNE '16.

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Hunters employed by this Bureau are not allowed to accepted bounties from State, County, stockmens' associations, or from any other source.

CLEAN CAMPS.

Special effort should be made by all hunters to keep their camps in a neat and sanitary condition at all times. Regulations governing national forests are very strict in this matter, and failure to comply with this rule will be considered a mark of inefficiency.

Immediately after establishing camp, a cess-pool should be excavated large enough to hold cans, dish-water, etc., while the camp is in use. Upon breaking camp the refuse should be buried by using the excavated earth.

SUPPLIES FURNISHED BY THE GOVERNMENT.

When practicable hunters are expected to furnish their own traps. A limited quantity of ammunition and scent supplies will be furnished by the Government upon request. Salt for the preservation of skins, and twine to fasten labels on skins and skulls will also be furnished. Poison will be furnished after it has been determined that its use will not be harmful to other animals, as game birds, dogs, stock, etc.

FIRE PROTECTION.

Hunters should extinguish neglected camp and other fires whenever they can. If the fire is beyond control the hunter should report at once to the nearest Forest official, by telephone if possible, and should also assist temporarily in the suppression of the fire.

When possible with a reasonable expenditure of time and effort, hunters should secure names and addresses of witnesses having knowledge of the facts and submit them to the Predatory Animal Inspector for transmission to the Forest Service; or, in case there is danger of the parties responsible leaving the country, the facts should be reported immediately to the nearest Forest officer.

When a hunter spends only part of a day fighting fire this will be considered incidental to his regular duties and he will receive pay from the Biological Survey, but should he devote eight hours or more to this work, the Forest Service, and not the Biological Survey, will allow his regular rate of pay for the entire time thus occupied.

In order that payment may be made to a hunter by the Forest Service for fire fighting it will be necessary for him to report his time to the Supervisor of the forest to which he is assigned (as well as to the Inspector) so that the Supervisor may include his name in his pay roll as "Temporary laborer -- fire fighter." The Forest officer who has knowledge of the work done by the hunter should certify the services to be paid for by the Forest Service on the hunter's service report to the Biological Survey.

Upon discovery of a fire at a distance and when the hunter is reasonably sure it is upon national forest land, he should report it to the nearest Forest officer and then resume his regular duties.

It is desirable that hunters secure from Forest Supervisors, either directly or through Inspectors, field maps of the districts where working, showing the location of fire tools and telephones, also of rangers and forest guards; and a brief set of instructions for fire fighting.

STATE GAME LAWS.

Each hunter is furnished with a copy of the State Game Laws and they should be complied with in every respect.

HORSE SHOEING.

Time spent in shoeing horses used in connection with trapping will be allowed; but having horses shod by a blacksmith will not be paid for by the Government.

MAIL AND SUPPLIES.

Time spent in going for mail and supplies will be allowed.

WEEKLY ITINERARY REPORT.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF BIOLOGICAL SURVEY.

John Smith

(Name.)

Cheyenne, Wyoming.

(Office.)

From January 2 to January 8, 1916.

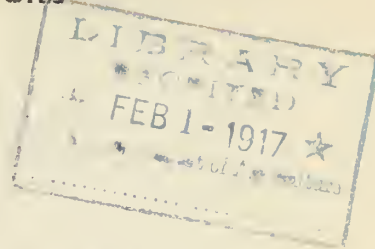
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Wednesday, Jan. 5 "	Rode trap line - 2 traps sprung by rabbits. #8 coyote, male, decayed. Saved scalp. #9 bobcat, female, S.C. sage grouse. Returned to ranch, cared for skins.
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Address for succeeding week, Cheyenne, Wyoming.	Note: S.C. stands for stomach contents.

REMARKS: Total catch for week:

Wolverine, female.	1
Wolf, male.	1
Coyotes, male.	3
Coyotes, female.	1
Bobcats, female.	2
Badgers, female.	1
Lion, male.	1

8-3001

Total 10

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEYINSTRUCTIONS TO PREDATORY ANIMAL HUNTERS.

Coyotes, wolves, mountain lions, and wild cats are the predatory animals against which the work of hunters is directed. Porcupines also are to be destroyed when found. It is not the purpose of the Department to destroy any other animals. Foxes, raccoons, and other small fur-bearers accidentally trapped when the fur is not prime are to be liberated if not too badly injured. When prime the skin and skulls of these smaller animals are to be taken and turned in as specimens. Bears are regarded as game animals, and only such individuals are to be killed as are known to be destroyers of live stock. Hunters are cautioned not to kill hawks, owls, eagles, or other birds which prey upon ground squirrels, pocket gophers, and other pests.

SPECIMENS AND METHODS OF KILLING.

The skin and skull (complete bones of the head) of each animal are required (except the skulls of coyotes, wildcats, and badgers and except the skins of porcupines). Special care should be taken in saving skin and skull of Canada lynx and other animals which are unusual in a locality. The skins and skulls must be carefully labeled and numbered so that the skull can always be identified with the skin to which it belongs.

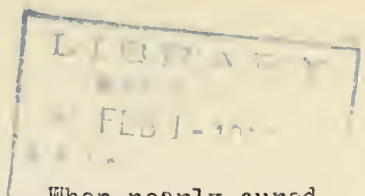
Trapped animals should not be clubbed or shot in the head as this always ruins the skull. To kill trapped animals larger than a red fox draw the head forward by means of a rope and strike across the back of the neck or over the heart with a club about the size of a wagon spoke; or shoot them squarely in the breast (not behind the shoulder) with a .22 caliber gun.

DIRECTIONS FOR SKINNING.

Skins should be removed soon after animals are killed. All skins should be flat, except coyotes and bobcats, which should be cased. For flat skins the opening cuts should extend from point of chin to tip of tail, and from base of toes around pad of foot, along back and center of inner side of leg, to join the middle cut. The tail bone must always be completely removed. Butts of ears should be turned out beyond the fleshy part. Bones of feet should be removed to joints of toes. All flesh and fat should be carefully scraped from the skin. For cased skins, slit along under side of tail and across beneath the tail from heel to heel; reverse the skin as the body is withdrawn.

SALTING FLAT SKINS.

Skins should be salted while fresh. Salt should reach every part, especially the tail, toes, butts of ears, and any folds along the edges of the skin. The skin should then be rolled up for 24 hours and should thereafter be spread open in a shady place to cure, stretching legs and body skin



in width rather than in length--without any nailing. When nearly cured, legs and tail should be folded inward and the skin then folded fur side out, making it nearly square and leaving exposed the head with label tag.

DIRECTIONS FOR CLEANING SKULLS.

After skinning, sever the head from the neck at the joint nearest the skull. Cut off close to the bone the muscles of jaws, cheeks, and throat. It is necessary to remove only enough of the flesh to insure drying. Too much cleaning frequently results in injury to the skull. Remove eyes and fatty tissues from eye sockets. Draw out brain without enlarging opening at base of skull. This can be done with a wire loop or a small stick. Fill the cavity with water, shake vigorously, and rinse out all brains.

If flies have deposited eggs, or maggots have developed in the nostrils, dip the skull into boiling water for a few seconds to kill them. Never put salt or other preservative on skulls and do not boil them to remove the flesh. After tagging, string the skulls on a wire loop and suspend this in a grain sack to protect from flies while drying.

CARE OF SKINS AND SKULLS.

All skins and skulls should be prepared according to directions and forwarded to the Inspector. If animals are affected by disease or are too far decayed when found, only the scalp (including both the ears and the skin of the face) should be taken. Scalps should be cured with salt and tagged the same as skins. Scalps should also be taken of very small pups and of unborn pups that are fully haired. Unborn pups are not to be numbered but their scalps should be tied together and labeled "Unborn Pups" and bear the number of the female parent. Of larger pups with soft, long fur, the complete skins should be saved. Porcupines should be numbered in reports and the skulls sent in.

To avoid mistakes in numbering, skins and skulls should be tagged as soon as prepared. The skin and skull of the first animal taken should be given the number 1; the next numbered 2; the next specimen should be numbered 3, and so on for the entire period of the hunter's service. The number on specimens MUST AGREE WITH THE NUMBER OF THE ANIMAL in the hunter's weekly report. Numbers should be given only to animals of which the skins, scalps, or skulls are saved.

LABELS.

Label tags on skins, skulls, and scalps must be completely filled out. Whenever a skull is saved, the words "Skull saved" should be written on the back of the corresponding skin label. Tags must be securely tied through the eye-hole or nostril. They should never be fastened by means of wire. Labels should contain the name of the State, nearest post office, and date and location in which the animal is killed, and the number and sex of the animal and name of hunter, as in the following example:

LOCALITY: Winnemucca, Nevada.
4 miles north (Humboldt River).
SEX: Male. NUMBER: 43.
DATE: August 2, 1916.
NAME OF HUNTER: John Doe.

PACKING AND SHIPPING.

Skins and skulls must be clean. When fully cured they should be securely packed (skins and skulls separately), by sewing in burlap packages, not exceeding four pounds in weight, which are to be forwarded by mail. Postage is not necessary if official, addressed mailing tags are used. All skins that are cured must be sent to the Inspector with reports at the end of the month. Skins that are too green to send must be reported on the last itinerary report of the month. The condition of skins and skulls is an important point on which the work of hunters will be rated. Hunters who are careless in this part of the work will not be retained in the service.

BREEDING SEASON.

Hunters should report observations relative to the breeding of predatory animals. Records of the number and size of unborn pups or kittens are especially valuable.

Breeding dens in which young too small to care for themselves are found should be numbered in the order found and the sex and stomach contents of the young recorded. Scalps and skins of all young (except unborn) are to be counted and tagged the same as old animals.

EXAMINATION OF STOMACHS.

The stomachs of all animals must be thoroughly examined to determine the food contents, which should be accurately listed in the hunter's report. Hunters should be careful to distinguish in their reports between "trap bait" and the natural food of the animals.

REPORTS.

Report blanks (Form Bi-119) and a field diary are supplied to each hunter. Each evening, without fail, the day's work is to be written up in the diary and briefly recorded on the report blank. Statements in the diary should be complete for each day's work and travel, and must include every item given in the report for the same day, so that if lost, reports can be duplicated later. Information given in hunters' reports must be reliable. Guesswork will not be tolerated. Hunters who purchase scalps or skins for the purpose of increasing their records--or who in any way falsify reports--will be dismissed from the service.

Reports must be mailed to the Inspector at the end of each week, unless the distance from camp to mailing point is so great that the round trip can not be made in one day or less. Hunters located farther away from mailing points should advise the office of their work at every opportunity. It is of the utmost importance that work be planned so the last reports for the calendar month may be mailed on the evening of the last day of the month. Hunters who are persistently careless in making out and forwarding reports will be dropped from the service. Time actually necessary in mailing reports and in obtaining supplies will be allowed; but hunters are expected to obtain supplies, if possible, on their trips to mailing point. Payment is made on the basis of reports for days showing actual work. Time lost through illness or private business is deducted and must be reported.

SUPPLIES.

Hunters should be careful to ask for report blanks, addressed envelopes, mailing tags, and label tags before their supply is exhausted. Strychnine or other poison will be supplied to hunters only after it has been determined that its use is desirable in the locality.

ACCEPTANCE OF BOUNTIES NOT ALLOWED.

Hunters employed by this Bureau are not allowed to accept bounties from State, county, stockmen's associations, or from any other source.

STATE GAME LAWS.

Each hunter is furnished a copy of the State game laws, which must be complied with in every respect.

CLEAN CAMPS.

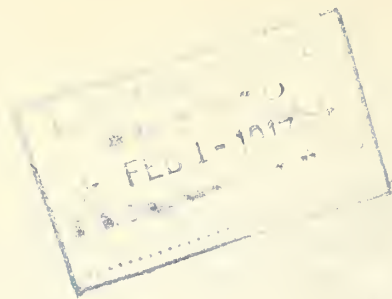
All hunters are requested to keep camps in neat and sanitary condition at all times. Immediately after establishing camp, a cess pool should be excavated large enough to hold cans and other refuse. When camp is broken the refuse should be covered with earth.

HORSE SHOEING.

Time spent in shoeing horses in connection with trapping will be allowed; but the shoeing of horses by a blacksmith will not be paid for by the Government.

FIRE PROTECTION.

Hunters should extinguish neglected camp and other fires whenever they can. If the fire is beyond control the hunter should report at once to the nearest Forest Service official, by telephone if possible, and should also assist temporarily in the suppression of the fire.



OCT. '17.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEYINSTRUCTIONS FOR PREDATORY ANIMAL HUNTERS.

Coyotes, wolves, mountain lions, and wild cats are the predatory animals against which the work of hunters is directed. Porcupines also are to be destroyed when found. It is not the purpose of the Department to destroy any other animals. Badgers, foxes, raccoons, and small fur-bearers accidentally trapped when the fur is not prime are to be liberated if not too badly injured. When prime, the skins of these smaller animals are to be taken and turned in as specimens. Bears are regarded as game animals, and only such individuals are to be killed as are known to be destroyers of live stock. Hunters are cautioned not to kill hawks, owls, eagles, or other birds which prey upon ground squirrels, pocket gophers, and other pests.

METHODS OF KILLING FOR SPECIMENS.

The skin of each animal except the porcupine is required. Special care should be taken to save skin and skull of Canada lynx, bear, and other animals which are unusual in a locality. All skins and skulls of spotted skunk, weasel, black-footed ferret, red or cross fox, and gray fox (in the North) should also be saved for specimens whenever these animals are killed. The skins and skulls must be carefully labeled and numbered so that the skull can always be identified with the skin to which it belongs.

When skulls are required, trapped animals should not be clubbed or shot in the head, as this always ruins the skull. To kill such trapped animals larger than a red fox draw the head forward by means of a rope and strike across the back of the neck or over the heart with a club about the size of a wagon spoke; or shoot them squarely in the breast (not behind the shoulder) with a .22 caliber gun.

DIRECTIONS FOR SKINNING.

Skins should be removed soon after the animals are killed. Skins of bears, mountain lions, large wolves, spotted skunks, weasels, black-footed ferrets, and foxes, should be cured flat. All others should be cased. For large flat skins the opening cuts should extend from point of chin to tip of tail, and from base of toes around pad of foot, along back and center of inner side of leg, to join the middle cut. For smaller skins desired for specimens a single opening cut from throat to base of tail with supplemental slits on under side of tail and soles of feet are desired. The tail bone must always be completely removed. Butts of ears should be turned out beyond the fleshy part. Bones of feet should be removed to joints of toes. All flesh and fat should be carefully scraped from the skin. For cased skins, slit along under side of tail and across beneath the tail from heel to heel.

SALTING FLAT SKINS FOR SPECIMENS.

Skins should be salted while fresh. Salt should reach every part, especially the tail, toes, butts of ears, and any folds along the edges of the skin. The skin should then be rolled up for 24 hours and should thereafter be spread open in a shady place to cure, stretching legs and body skin in width

rather than in length--without any nailing. When nearly cured, legs and tail should be folded inward and the skin then folded fur side out, making it nearly square and leaving exposed the head with label tag.

DIRECTIONS FOR CLEANING SKULLS REQUIRED.

After skinning, sever the head from the neck at the joint nearest the skull. Cut off close to the bone the muscles of jaws, cheeks, and throat. It is necessary to remove only enough of the flesh to insure drying. Too much cleaning frequently results in injury to the skull. Remove eyes and fatty tissues from eye sockets. Draw out brain without enlarging opening at base of skull. This can be done with a wire loop or a small stick. Fill the cavity with water, shake vigorously, and rinse out all brain.

If flies have deposited eggs, or maggots have developed in the nostrils, dip the skull into boiling water for a few seconds to kill them. Never put salt or other preservative on skulls and do not boil them to remove the flesh. After tagging, string the skulls on a wire loop and suspend this in a grain sack to protect from flies while drying.

CARE OF SKINS AND SKULLS.

All skins and skulls should be prepared according to directions and forwarded to the Inspector. If animals are affected by disease or are too far decayed when found, only the scalp (including both the ears and the skin of the face) should be taken. Scalps should be cured with salt and tagged the same as skins. Scalps should also be taken of very small pups and of unborn pups that are fully haired. Unborn pups are not to be numbered, but their scalps should be tied together and labeled "Unborn pups" and bear the number of the female parent. Of larger pups with soft, long fur, the complete skins should be saved. Porcupines should be numbered in reports and the skulls sent in.

To avoid mistakes in numbering, skins and skulls should be tagged as soon as prepared. The skin of the first animal taken should be given the number 1; the next specimen should be numbered 2; the next 3, and so on for the entire period of the hunter's service. The number on specimens MUST AGREE WITH THE NUMBER OF THE ANIMAL in the hunter's weekly report. Numbers should be given ONLY to animals of which the skins, scalps, or skulls are saved.

LABELS.

Label tags on skins, skulls, and scalps must be completely filled out. Whenever a skull is saved, the words "Skull saved" should be written on the back of the skin label and the numbers should correspond. Tags must be securely tied through the eye-hole or nostril. They should never be fastened by means of wire. Labels should bear the name of the State, nearest post office, and date and location in which the animal is killed, the number and sex of the animal, the name of hunter, as in the following example:

LOCALITY: Winnemucca, Nevada.
4 miles north (Humboldt River).
SEX: Male. NUMBER: 43.
DATE: August 2, 1916.
NAME OF HUNTER: John Doe.

PACKING AND SHIPPING.

Skins and skulls must be clean. When fully cured they should be securely packed (skins and skulls separately), by sewing in burlap packages, not exceeding four pounds in weight, which are to be forwarded by mail. Postage is not necessary if official addressed mailing tags are used. All skins that are cured must be sent to the Inspector with reports at the end of the month. Skins that are too green to send must be reported on the last itinerary report of the month. The condition of skins and skulls is an important point on which the work of hunters will be rated. Hunters who are careless in this part of the work will not be retained in the service.

BREEDING SEASON.

Hunters should report observations relative to the breeding of predatory animals. Records of the number and size of unborn pups or kittens are especially valuable.

Breeding dens in which young too small to care for themselves are found should be numbered in the order found and the sex and stomach contents of the young recorded. Scalps and skins of all young (except unborn) are to be counted and tagged the same as old animals.

EXAMINATION OF STOMACHS.

The stomachs of all animals must be thoroughly examined to determine the food contents, which should be accurately listed in the hunter's report. Hunters should be careful to distinguish in their reports between "trap bait" and the natural food of the animals.

REPORTS.

Report blanks (Form Bi-119a) and a field diary are supplied to each hunter. Each evening, without fail, the day's work is to be written up in the diary and briefly recorded on the report blank. Statements in the diary should be complete for each day's work and travel, and must include every item given in the report for the same day, so that if lost, reports can be duplicated later. Information given in hunters' reports must be reliable and should include instances of depredations on live stock or game by predatory animals. Guess work will not be tolerated. Hunters who purchase scalps or skins for the purpose of increasing their records--or who in any way falsify reports--will be dismissed from the service.

Reports must be mailed in duplicate to the Inspector at the end of each week, unless the distance from camp to mailing point is so great that the round trip can not be made in one day or less. Hunters located farther away from mailing points should advise the office of their work at every opportunity. It is of the utmost importance that work be planned so the last reports for the calendar month may be mailed on the evening of the last day of the month. Hunters who are persistently careless in making out and forwarding reports will be dropped from the service. Time actually necessary in mailing reports and in obtaining supplies will be allowed; but hunters are expected to obtain supplies, if possible, on their trips to mailing point. Payment is made on the basis of reports for days showing actual work. Time lost through illness or private business is deducted and must be reported.

SUPPLIES.

Hunters should be careful to ask for report blanks, addressed envelopes, mailing tags, and label tags before their supply is exhausted. Strychnin or other poison will be supplied to hunters only after it has been determined that its use is desirable in the locality.

ACCEPTANCE OF BOUNTIES NOT ALLOWED.

Hunters employed by this Bureau are not allowed to accept bounties from State, county, stockmen's associations, or from any other source.

STATE GAME LAWS.

Each hunter is furnished a copy of the State game laws, which must be complied with in every respect.

CLEAN CAMPS.

All hunters are requested to keep camps in neat and sanitary condition at all times. Immediately after establishing camp, a cess pool should be excavated large enough to hold cans and other refuse. When camp is broken the refuse should be covered with earth.

HORSE SHOEING.

Time spent in shoeing horses in connection with trapping will be allowed; but the shoeing of horses by a blacksmith will not be paid for by the Government.

FIRE PROTECTION.

Hunters should extinguish neglected camp and other fires whenever they can. If the fire is beyond control the hunter should report at once to the nearest Forest Service official, by telephone if possible, and should also assist temporarily in the suppression of the fire.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEYSample Report to
accompany Form BI-168

WEEKLY ITINERARY AND REPORT OF ACTIVITIES—HUNTERS

J. H. Smith

(Name.)

Cheyenne, Wyoming, c/o Sampson Ranch.

(Address for succeeding week.)

Period from May 21, to May 27,, 1917.

DATE AND LOCALITY.	OUTLINE OF WORK PERFORMED.
Sunday <u>May 21</u> Sampson Ranch, 15 miles north of Cheyenne, Wyoming.	Set line of 20 traps (15 scent and 5 meat sets) to a distance 8 miles east of ranch. Coyote, male, No. 1, shot; S.C. sage hen feathers and two mice.
Monday <u>May 22</u> Same location.	Set line 22 traps (all fish scent) along Clear Creek to a distance 7 miles NW of ranch; saw much coyote sign. Coyote, female, No. 2, trapped; S.C. two ground squirrels. She had unborn pups of small size. 3 males and 2 females.
Tuesday <u>May 23</u> Same location.	Rode east trap line. Five traps had been visited by coyotes. Coyote, female, No. 3, trapped; S.C. empty. Mangey, saved scalp. Coyote, male, No. 4, trapped; S.C. bait only. Coyote, male, No. 5, shot; S.C. sage brush and sticks. Rabid, saved scalp.
Wednesday <u>May 24</u> Same location.	Rode Clear Creek line. Nothing in traps. Coyote pups, 2 males, 2 females, Nos. 6, 7, 8, 9, found in den; S.C. milk and parts of sage hen. Saved skins. Set 4 traps for old female.
Thursday <u>May 25</u> Same location.	Rode east line. 2 traps visited by coyotes. Found carcass on which coyotes had been feeding. Placed 5 poisoned baits of beef suet. Made drag line and placed 12 poison baits.
Friday <u>May 26</u> Same location.	Rode Clear Creek line. 3 traps visited by coyotes. Porcupine, male, No. 10, trapped. Badger, female, No. 11, trapped; S.C. pocket gophers. Saved skin.
Saturday <u>May 27</u> Same location	Rode east line; added 18 scent sets in loop to ranch. Coyote, female, No. 12, trapped at den; S.C. empty. Coyote, male, half-grown pup, No. 13, trapped; S.C. grasshoppers. Wildcat, female, No. 14, shot after being treed by dogs; S.C. lamb flesh. 4 unborn kittens nearly ready for birth; 3 females, 1 male. Saved scalps.

REMARKS:

Total animals taken 14. J. H. Foster reports colt killed about May 10. by mountain lion near head Clear Creek.

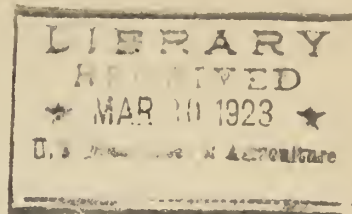
I certify that this report is correct, that services were actually performed as stated, and that all absences from duty have been noted

Predatory-Animal Hunter.

To be prepared in duplicate at end of each week and both copies mailed to the Predatory-Animal Inspector of District as promptly as possible.

Bi-168
Mar. '23

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY



INSTRUCTIONS FOR PREDATORY ANIMAL HUNTERS.

Coyotes, wolves, mountain lions, and wild cats are the predatory animals against which the work of hunters is directed. Porcupines also are to be destroyed when found. It is not the purpose of the Department to destroy any other animals. Badgers, foxes, raccoons, and small fur-bearers accidentally trapped when the fur is not prime are to be liberated if not too badly injured. When prime, the skins of these smaller animals are to be taken and turned in as specimens. Bears are regarded as game animals, and only such individuals are to be killed as are known to be destroyers of live stock. Hunters are cautioned not to kill hawks, owls, eagles, or other birds which prey upon ground squirrels, pocket gophers, and other pests.

Methods of Killing for Specimens.

The skin of each animal except the porcupine is required. Special care should be taken to save skin and skull of Canada lynx, bear, and other animals which are unusual in a locality. All skins and skulls of spotted skunk, weasel, black-footed ferret, red or cross fox, and gray fox (in the North) should also be saved for specimens whenever these animals are killed. The skins and skulls must be carefully labeled and numbered so that the skull can always be identified with the skin to which it belongs.

When skulls are required, trapped animals should not be clubbed or shot in the head, as this always ruins the skull. To kill such trapped animals larger than a red fox draw the head forward by means of a rope and strike across the back of the neck or over the heart with a club about the size of a wagon spoke; or shoot them squarely in the breast (not behind the shoulder) with a .22 caliber gun.

Directions for Skinning.

Skins should be removed soon after the animals are killed. Skins of bears, mountain lions, large wolves, spotted skunks, weasels, black-footed ferrets and foxes, should be cured flat. All others should be cased. For large flat skins the opening cuts should extend from point of chin to tip of tail, and from base of toes around pad of foot, along back and center of inner side of leg, to join the middle cut. For smaller skins desired for specimens a single opening cut from throat to base of tail with supplemental slits on under side of tail and soles of feet are desired. The tail bone must always be completely removed. Butts of ears should be turned out beyond the fleshy part. Bones of feet should be removed to joints of toes. All flesh and fat should be carefully scraped from the skin. For cased skins, slit along under side of tail and across beneath the tail from heel to heel.

Salting Flat Skins for Specimens.

Skins should be salted while fresh. Salt should reach every part, especially the tail, toes, butts of ears, and any folds along the edges of the skin. The skin should then be rolled up for 24 hours and should thereafter be spread open in a shady place to cure, stretching legs and body skin in width

rather than in length--without any nailing. When nearly cured, legs and tail should be folded inward and the skin then folded fur side out, making it nearly square and leaving exposed the head with label tag.

Directions for Cleaning Skulls Required.

After skinning, sever the head from the neck at the joint nearest the skull. Cut off close to the bone the muscles of jaws, cheeks, and throat. It is necessary to remove only enough of the flesh to insure drying. Too much cleaning frequently results in injury to the skull. Remove eyes and fatty tissues from eye sockets. Draw out brain without enlarging opening at base of skull. This can be done with a wire loop or a small stick. Fill the cavity with water, shake vigorously, and rinse out all brain.

If flies have deposited eggs, or maggots have developed in the nostrils, dip the skull into boiling water for a few seconds to kill them. Never put salt or other preservative on skulls and do not boil them to remove the flesh. After tagging, string the skulls on a wire loop and suspend this in a grain sack to protect from flies while drying.

Care of Skins and Skulls.

All skins and skulls should be prepared according to directions and forwarded to the Inspector. If animals are affected by disease or are too far decayed when found, only the scalp (including both the ears and the skin of the face) should be taken. Scalps should be cured with salt and tagged the same as skins. Scalps should also be taken of very small pups and of unborn pups that are fully haired. Unborn pups are not to be numbered, but their scalps should be tied together and labeled "Unborn pups" and bear the number of the female parent. Of larger pups with soft, long fur, the complete skins should be saved. Porcupines should be numbered in reports and the skulls sent in.

To avoid mistakes in numbering, skins and skulls should be tagged as soon as prepared. The skin of the first animal taken should be given the number 1; the next specimen should be numbered 2; the next 3, and so on for the entire period of the hunter's service. The number on specimens **MUST AGREE WITH THE NUMBER OF THE ANIMAL** in the hunter's weekly report. Numbers should be given **ONLY** to animals of which the skins, scalps, or skulls are saved.

Labels.

Label tags on skins, skulls, and scalps must be completely filled out. Whenever a skull is saved, the words "Skull saved" should be written on the back of the skin label and the numbers should correspond. Tags must be securely tied through the eye-hole or nostril. They should never be fastened by means of wire. Labels should bear the name of the State, nearest post office, and date and location in which the animal is killed, the number and sex of the animal, the name of hunter, as in the following example:

LOCALITY: Winnemucca, Nevada.
4 miles north (Humboldt River).
SEX: Male. NUMBER: 43.
DATE: August 2, 1916.
NAME OF HUNTER: John Doe.

Packing and Shipping.

Skins and skulls must be clean. When fully cured they should be securely packed (skins and skulls separately), by sewing in burlap packages, not exceeding four pounds in weight, which are to be forwarded by mail. Postage is not necessary if official addressed mailing tags are used. All skins that are cured must be sent to the Inspector with reports at the end of the month. Skins that are too green to send must be reported on the last itinerary report of the month. The condition of skins and skulls is an important point on which the work of hunters will be rated. Hunters who are careless in this part of the work will not be retained in the service.

Breeding Season.

Hunters should report observations relative to the breeding of predatory animals. Records of the number and size of unborn pups or kittens are especially valuable.

Breeding dens in which young too small to care for themselves are found should be numbered in the order found and the sex and stomach contents of the young recorded. Scalps and skins of all young (except unborn) are to be counted and tagged the same as old animals.

Examination of Stomachs.

The stomachs of all animals must be thoroughly examined to determine the food contents, which should be accurately listed in the hunter's report. Hunters should be careful to distinguish in their reports between "trap bait" and the natural food of the animals.

Reports.

Report blanks (Form Bi-119a) and a field diary are supplied to each hunter. Each evening, without fail, the day's work is to be written up in the diary and briefly recorded on the report blank. Statements in the diary should be complete for each day's work and travel, and must include every item given in the report for the same day, so that if lost, reports can be duplicated later. Information given in hunters' reports must be reliable and should include instances of depredations on live stock or game by predatory animals. Guess work will not be tolerated. Hunters who purchase scalps or skins for the purpose of increasing their records--or who in any way falsify reports-- will be dismissed from the service.

Reports must be mailed in duplicate to the Inspector at the end of each week, unless the distance from camp to mailing point is so great that the round trip can not be made in one day or less. Hunters located farther away from mailing points should advise the office of their work at every opportunity. It is of the utmost importance that work be planned so the last reports for the calendar month may be mailed on the evening of the last day of the month. Hunters who are persistently careless in making out and forwarding reports will be dropped from the service. Time actually necessary in mailing reports and in obtaining supplies will be allowed; but hunters are expected to obtain supplies, if possible, on their trips to mailing point. Payment is made on the basis of reports for days showing actual work. Time lost through illness or private business is deducted and must be reported.

Supplies.

Hunters should be careful to ask for report blanks, addressed envelopes, mailing tags, and label tags before their supply is exhausted. Strychnin or other poison will be supplied to hunters only after it has been determined that its use is desirable in the locality.

Acceptance of Bounties not Allowed.

Hunters employed by this Bureau are not allowed to accept bounties from State, county, stockmen's associations, or from any other source.

State Game Laws.

Each hunter is furnished a copy of the State game laws, which must be complied with in every respect.

Clean Camps.

All hunters are requested to keep camps in neat and sanitary condition at all times. Immediately after establishing camp, a cess pool should be excavated large enough to hold cans and other refuse. When camp is broken the refuse should be covered with earth.

Horse Shoeing.

Time spent in shoeing horses in connection with trapping will be allowed; but the shoeing of horses by a blacksmith will not be paid for by the Government.

Fire Protection.

Hunters should extinguish neglected camp and other fires whenever they can. If the fire is beyond control the hunter should report at once to the nearest Forest Service official, by telephone if possible, and should also assist temporarily in the suppression of the fire.

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey

Bi-119a
Sample Report to
accompany Form Bi-168

WEEKLY ITINERARY AND REPORT OF ACTIVITIES - HUNTERS.

J. H. Smith (Name.) Cheyenne, Wyoming, c/o Sampson Ranch.
(Address for succeeding week.)
Period from May 21, to May 27, 191 .

Date and Locality.	Outline of Work Performed.
Sunday May 21 Sampson Ranch, 15 miles north of Cheyenne, Wyoming.	Set line of 20 traps (15 scent and 5 meat sets) to a distance 8 miles east of ranch. Coyote, male, No. 1, shot; S.C. sage hen feathers and two mice.
Monday May 22 Same location.	Set line 22 traps (all fish scent) along Clear Creek to a distance 7 miles NW of ranch; saw much coyote sign. Coyote, female, No. 2, trapped; S.C. two ground squirrels. She had unborn pups of small size, 3 males and 2 females.
Tuesday May 23 Same location.	Rode east trap line. Five traps had been visited by coyotes. Coyote, female, No. 3, trapped; S.C. empty. Mangey, saved scalp. Coyote, male, No. 4, trapped; S.C. bait only. Coyote, male, No. 5, shot; S.C. sage brush and sticks. Rabid, saved scalp.
Wednesday May 24 Same location.	Rode Clear Creek line. Nothing in traps. Coyote pups, 2 males, 2 females, Nos. 6, 7, 8, 9, found in den; S.C. milk and parts of sage hen. Saved skins. Set 4 traps for old female.
Thursday May 25 Same location.	Rode east line. 2 traps visited by coyotes. Found carcass on which coyotes had been feeding. Placed 5 poisoned baits of beef suet. Made drag line and placed 12 poison baits.
Friday May 26 Same location.	Rode Clear Creek line. 3 traps visited by coyotes. Porcupine, male, No. 10, trapped. Badger, female, No. 11, trapped; S.C. pocket gophers. Saved skin.
Saturday May 27 Same location	Rode east line; added 18 scent sets in loop to ranch. Coyote, female, No. 12, trapped at den; S.C. empty. Coyote, male, half-grown pup, No. 13, trapped; S.C. grasshoppers. Wildcat, female, No. 14, shot after being treed by dogs; S.C. lamb flesh. 4 unborn kittens nearly ready for birth; 3 females, 1 male. Saved scalps.

Remarks:

Total animals taken 14. J. H. Foster reports colt killed about May 10 by mountain lion near head Clear Creek.

I certify that this report is correct, that services were actually performed as stated, and that all absences from duty have been noted.

Predatory-Animal Hunter.

To be prepared in duplicate at end of each week and both copies mailed to the Predatory-Animal Inspector of District as promptly as possible.

